

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. C1089

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Agency

HOWARD COUNTY Department of Planning & Zoning

Division/Unit

Research

Item No.

Description

Retention

1

All permanent electronic records will be transferred to the Maryland State Archives in accordance with Maryland State Archives rules and regulations for electronic records.

CORRESPONDENCE, GENERAL: pertaining to non-administrative incoming/outgoing and internal correspondence or arising from the routine operations of the policies, programs, services, or projects. Includes, but not limited to, e-mail and letters sent and received, memoranda, notes, transmittals, acknowledgements, community affair notices, routine requests for information or publications, enclosures, and attachments.

1) Screen annually and transfer to State Archives for permanent retention any material of historical significance which serves to document the origin, development, and accomplishments of the Department. Destroy all other materials having no further fiscal, legal, or operational value.

2

CORRESPONDENCE, ADMINISTRATIVE: pertaining to the formulation, planning, implementation, interpretation, modification, redefinition of programs, services, projects and the regulations, policies, and procedures that govern them. Includes, but not limited to, e-mail and letters sent and received, memoranda, notes, and other records related to specific programs or primary functions, and other materials related to Adequate Public Facilities reports, Annual Household Populations and Employment Projection reports, Research reports, Construction reports, forecasting reports, and publications.

2) Screen annually and transfer to State Archives for permanent retention any material of historical significance which serves to document the origin, development, and accomplishments of the Department. Destroy all other materials having no further fiscal, legal, or operational value.

3

CORRESPONDENCE, OTHER: includes, but not limited to memoranda, correspondence, and similar records not listed in other series, which document communications between Director/Deputies and: a) State and Federal Agencies; b) Metropolitan Baltimore and Washington, DC Councils/Authorities; c) County-funded Agencies; d) Utilities; e) Professional, State and Local membership organizations; Health Care and Educational Facilities; g) other County agencies.

3) Screen annually and transfer to State Archives for permanent retention any material of historical significance which serves to document the origin, development, and accomplishments of the Department. Destroy all other materials having no further fiscal, legal, or operational value.

4

REPORTS AND PUBLICATIONS - DERIVED DATA: Series includes, but not limited to, background database information for pre-1990 Census reports, maps, Pre-2000 DBF and Post-2000 SQL database computational files related to land use, building permits issued, Plan Review and Approval, Aggregate DOTS table and corresponding printed reports.

4) Permanent. Retain for 10 years or until no longer needed for business, then transfer all items to the State Archives for permanent retention.

Schedule Approved by Department, Agency, and/or Division Representative

Date

Signature

Typed Name Marsha S. McLaughlin

Title Director, Department of Planning and Zoning

Approved by County Records Manager

Signature

Date

Schedule Authorized by State Archivist

Date

Signature

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. C1089

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Agency

Howard County Department of Planning & Zoning

Division/Unit

Research Division

**Item
No.**

Description

Retention

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REPORTS AND PUBLICATIONS - DERIVED DATA: Series includes, but not limited to, background database information for pre-1990 Census reports, maps, Pre-2000 DBF and Post-2000 SQL database computational files related to land use, building permits issued, Plan Review and Approval, Aggregate DOTS table and corresponding printed reports.

Permanent. Retain for 10 years or until no longer needed for business, then transfer all items to the State Archives for permanent retention.

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PHOTOGRAPHS, AND MAPS:, Series includes, but not limited to, aerial photos, mylar originals of total County land use and address maps, boundary and critical geographic delineation maps and graphics, and materials related to general and master plans.

Permanent. Retain for 50 years or until no longer needed for business, then transfer to the State Archives for permanent retention.